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U.S. Bureau of Reclamation

Apprentice training for job skill

[Washington]

[1943]

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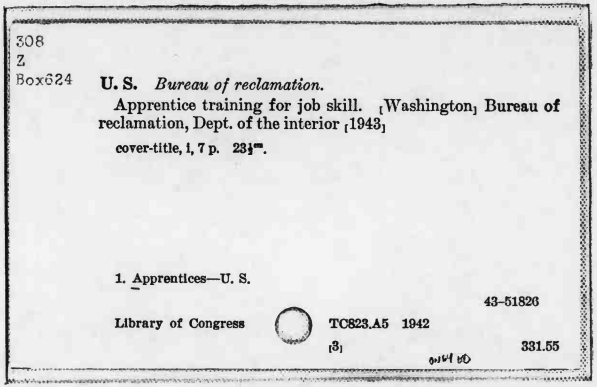

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APPRENTICE TRAINING for Job skill

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Bureau of Reclamation
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Apprentice operating a turret lathe under supervision of a journeyman.

MAY 10 1943 PCR

FOREWORD

In conformity with the apprentice training program established by the Federal Government to build up the ranks of the Nation's skilled workers, for immediate war service as well as peace needs, the Bureau of Reclamation has formulated a basic system of apprenticeship for use on its various projects.

This system, outlined in the following pages, has been developed with the advice and counsel of representatives of labor unions and of the Apprentice-Training Service, War Manpower Commission. It follows the national apprenticeship systems adopted jointly by employee and employer groups, which are in operation in many localities of the West.

The purpose of the Bureau of Reclamation in preparing this basic system is to assist insofar as possible those responsible for the construction and the operation and maintenance of Reclamation projects in raising the level of apprentice training, and to coordinate all apprenticeship activities. The provisions herein set forth are designed as a framework for developing and setting up an apprenticeship program to meet local conditions. Apprentices trained in accordance with the terms and conditions provided will have an opportunity to attain the skill and versatility required of all-around skilled workers. Those already employed may also take advantage of the training program and improve their opportunity for advancement to positions of greater responsibility.

Experience has shown that in the training of apprentices, the best results are obtained where the skilled workers, through representatives of their own choice, share the responsibility of formulating policies and conducting the training program. The system outlined provides, therefore, for joint participation in the development and operation of each system—the establishment of local joint apprenticeship committees, equally representative of employees and of the administration of each project, which shall be given definite major responsibilities in the undertaking.

INTENTIONAL SECOND EXPOSURE

Apprentice operating a turret lathe under supervision of a journeyman.

MAY 10 1943 PCR

FOREWORD

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APPRENTICE TRAINING FOR JOB SKILL

Section 1—DEFINITIONS

As used herein:

(a) "Training center" means any project or place of employment under authority or supervision of the Bureau of Reclamation where apprentices may be employed and trained.

(b) "Apprentice" means a person not less than 16 years of age who is employed in accordance with the Civil Service rules and regulations to learn a trade under a schedule of work and related instruction specified in the apprenticeship system approved for the training center.

(c) "Commissioner" means the Commissioner of the Bureau of Reclamation, Department of the Interior.

(d) "Director of Apprentice Training" means the administrative official designated by the Chief Engineer, Denver Office, Bureau of Reclamation, to direct the apprenticeship program of the Bureau.

(e) "Project Engineer" means the official in charge of a project where apprentice training is provided.

(f) "Supervisor of Apprentices" means the person designated by the Project Engineer to perform the duties outlined in Section 7.

(*g*) "Committee" means the joint apprenticeship committee described in Section 5.

Section 2—PURPOSE

(a) This system of apprenticeship has been prepared for the training of apprentices for the trades in which skilled workers are employed by the Bureau of Reclamation.

(b) To assure adequate training and experience on the job and in related classroom instruction, training centers shall be established only at projects where a number of apprentices can be employed, and where there are adequate facilities for conducting a thorough all-around training program. Approved training center programs may be set up to fill the training needs of more than one project. Insofar as practical, apprentices who have satisfactorily completed all but 2,000 hours of the term of apprenticeship specified for the trade in

which they are engaged, will either continue their employment at the project where they have been trained, or be transferred to other projects in which their services may be needed and their training can be completed.

***Section 3*—ADMINISTRATION OF APPRENTICESHIP SYSTEM**

(a) The Director of Apprentice Training shall have general supervision over the apprenticeship program of the Bureau of Reclamation. He shall promote the establishment of project training centers; protect the interests of apprentices; keep in constant touch with the Project Engineers responsible for the operation of the training system; and compile and submit to the Chief Engineer an annual report on apprenticeship activities throughout the Bureau.

(b) The Project Engineer shall be responsible to the Chief Engineer, for the establishment and administration of the local apprenticeship system.

(c) The Supervisor of Apprentices under the direction of the Project Engineer and in cooperation with the Committee shall be responsible for carrying out the administrative details of the project training center.

***Section 4*—ADVISORY SERVICE OF FEDERAL COMMITTEE ON APPRENTICESHIP**

On all matters relating to apprenticeship the Director of Apprentice Training and the Project Engineers will have the advisory and review services of the Federal Committee on Apprenticeship, which is represented by the Apprentice-Training Service, War Manpower Commission. The Director of Apprentice Training shall refer to this Service for review, on behalf of the Federal Committee on Apprenticeship, all apprenticeship systems and amendments thereto. He shall also transmit to the Apprentice-Training Service the names of all apprentices for registration with the Federal Committee on Apprenticeship.

***Section 5*—THE COMMITTEE**

(a) A Committee consisting of not more than three representatives of the project management and three representatives of the employees shall be appointed by the Project Engineer to assist and advise him in the formulation and conduct of the apprenticeship program. The employee representatives shall be appointed from the skilled employees' groups upon recommendation of the central organization of such employees, if such organization exists.

(b) The Committee shall consider at its regular meetings all problems relating to the effective operation of the apprenticeship program such as training conditions and job instruction, and progress and examination of apprentices; shall review problems brought before it by the Supervisor of Apprentices; and shall make recommendations concerning the issuance of Certificates of Completion of Apprenticeship and such other problems affecting the training program as may develop. The Committee shall also cooperate with the local school authorities in arranging for related supplementary instruction and in selecting qualified instructors.

***Section 6*—CONSULTANTS**

(a) Trades in which apprentices are employed which have no official representative on the Committee shall be requested by the Committee to designate one or more representatives to advise the Committee with respect to training problems affecting apprentices in such trades.

(b) The Apprentice-Training Service, War Manpower Commission, and the local vocational school, if any, shall be requested to designate a representative to serve as consultant to the Committee. The Committee may request any other interested agencies or organizations to designate a representative to serve as consultant.

***Section 7*—DUTIES OF THE SUPERVISOR OF APPRENTICES**

Apprentices shall be under the general direction of the Supervisor of Apprentices and under the immediate direction of the foreman, superintendents or other persons under whom they receive job instruction and experience. Subject to the approval of the Project Engineer, the Supervisor of Apprentices will be authorized to move apprentices from one operation to another in accordance with the schedule of work experiences developed for the training program. He shall also perform the following duties:

(a) Prepare for approval of the Committee adequate record forms on the progress of apprentices to be filled in by their immediate supervisors and instructors

(b) Cooperate with local school authorities in coordinating classroom instruction with the apprentices' work training

(c) Assist the Project Engineer and the Committee in selecting apprentices from eligible candidates

(d) Place candidates accepted for apprenticeship under apprenticeship agreements, if the local system so provides, and see that the agreements, if any, are properly executed

(e) Maintain a record of the progress of apprentices on the job and in the classroom and submit periodic reports based on this record to the Project Engineer and the Committee

(f) Assist the Project Engineer in making periodic reports on apprenticeship activities for transmission to the Chief Engineer and the Director of Apprentice Training

(g) Perform such other duties as designated in the approved training center program, or as assigned by the Project Engineer.

***Section 8*—QUALIFICATIONS FOR APPRENTICESHIP**

Candidates accepted for apprenticeship must be able to meet the following requirements:

(a) The minimum age shall be 16 years. Employment of minors must comply with Federal and State laws relating to such employees.

(b) The maximum age shall be determined in each training center program.

(c) Grammar school graduates. In addition to this requirement, those accepted for apprenticeship must have passed an aptitude test in compliance with civil service regulations relating to the trade for which the candidate is selected.

***Section 9*—CREDIT FOR PREVIOUS EXPERIENCE**

(a) Any candidate accepted for apprenticeship who has had previous experience in the trade for which he is selected may be granted by the Project Engineer advanced standing as an apprentice, commensurate with his past experience, upon the recommendation of the Committee.

(b) An apprentice admitted to advanced standing shall be paid upon entrance the wage rate of the period in which he is placed.

***Section 10*—NUMBER OF APPRENTICES EMPLOYED**

The number of apprentices to be trained shall be determined in conferences between the Director of Apprentice Training and the interested trades.

***Section 11*—TERM OF APPRENTICESHIP**

(a) The term of apprenticeship for each of the trades shall be in accordance with the recognized term for the various trades. This term is usually 8,000 hours. In addition to their training on the job

every apprentice shall be required to attend classes in subjects related to the trade in which he is engaged as specified in Section 17.

(b) The term of apprenticeship shall be divided into periods of a specified number of hours each.

***Section 12*—PROBATIONARY PERIOD**

The first period of the term of apprenticeship shall be probationary. During this period the apprenticeship may be terminated by the Project Engineer or the apprentice, by either party notifying the other.

***Section 13*—APPRENTICESHIP AGREEMENT**

(a) If required by the apprentice training center program, each apprentice (and his parent or guardian, if he is a minor) shall sign an apprenticeship agreement, which agreement shall also be signed by the Project Engineer.

(b) This agreement shall in no way modify or abridge the rights and privileges granted the employee under the Civil Service rules and regulations and amendments thereto; and it shall not obligate the Project Engineer beyond his normal legal responsibility to employees.

***Section 14*—WORK SCHEDULE**

The approved apprenticeship program for each training center shall include a work schedule for each of the trades for which apprentices are to be trained. Under this schedule apprentices shall be taught the use, care and safe handling of tools and apparatus commonly used in connection with the trade they are learning. They shall be given instruction and experience necessary to develop the skills, theory and practice of the trade, and shall perform all duties commonly related to apprenticeship in that trade.

***Section 15*—HOURS**

In case an apprentice is required to work overtime he shall receive credit on the term of apprenticeship for the actual hours he works.

***Section 16*—WAGES**

Apprentices shall be paid a progressively increasing schedule of wages. Recommendations as to appropriate wage rates for apprentices may be submitted to the project wage board by the Committee.

On projects where a wage board has been established, and an apprentice is carried in pay status in excess of 40 hours a week, he will receive one and one-half times his basic hourly wage rate for all such hours in excess of 40.

Section 17—**RELATED INSTRUCTION**

(a) As a part of their normal tour of duty all apprentices shall be required to attend classroom instruction in subjects related to their trade for a minimum of 144 hours per year during each year of their term of apprenticeship, except that where an apprentice is proficient in one or more subjects he may be excused from classes in such subjects upon the recommendation of the Committee.

(b) The appropriate local Board of Education shall be requested to provide the related instruction, in cooperation with the State boards for vocational education and the United States Office of Education.

(c) Apprentices shall be expected to exercise the same diligence in their classroom activities as they do in any other part of the tour of duty. The determination of an apprentice's progress and fitness for the trade shall be based in part on his proficiency shown in the subjects included in the related instruction.

Section 18—**ADJUSTMENT OF DIFFERENCES**

All individual suggestions, recommendations and problems of apprentices shall be taken up with the Supervisor of Apprentices. However, an apprentice may consult with the Committee on any matter relating to his apprenticeship.

Section 19—**PERIODIC EXAMINATIONS**

(a) Prior to the expiration of each period, an examination of apprentices will be held, or their progress will be evaluated. These examinations or evaluations will cover all of the work of the apprentices.

(b) Apprentices who pass the examination shall be advanced to the next period in the term of apprenticeship. If an apprentice fails to show in an examination that he is entitled to advancement he may be required to repeat work in which he is deficient; and if he shows that he has not the aptitude or inclination to become a competent skilled worker, his apprenticeship may be terminated.

(c) The Committee shall carefully consider the results of each periodic examination and consult with the foremen in charge. When in its opinion an apprentice has made outstanding progress the Committee may recommend to the Project Engineer his advancement to the rank commensurate with his ability.

Section 20—**CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

Upon the satisfactory completion of apprenticeship the Project Engineer, upon the recommendation of the Committee, shall certify the names of graduate apprentices to the Director of Apprentice Training and recommend that a Certificate of Completion of Apprenticeship be awarded.

Section 21—**MODIFICATION OF PROGRAM**

The apprenticeship programs developed in the various training centers may be revised or modified from time to time as conditions and experience demand but all such modifications shall be submitted to the Director of Apprentice Training for review.

JOHN C. PAGE,
Commissioner, Bureau of Reclamation.

Recommended:

DUNCAN CAMPBELL,
Special Adviser on Labor Relations.

MRS. J. ATWOOD MAULDING,
Director of Personnel.

E. K. BURLEW,
First Assistant Secretary.

Approved (October 7, 1942):

HAROLD L. ICKES,
Secretary of the Interior.

Concurred in:

WINSTON B. STEPHENS,
Coordinator and Director of Training, Civil Service Commission.

WILLIAM F. PATTERSON,
Chief, Apprentice-Training Service.

For Federal Committee on Apprenticeship

PAUL V. MCNUTT,
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HARVEY W. BROWN,
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First Vice President, United Brotherhood of Carpenters and Joiners of America.

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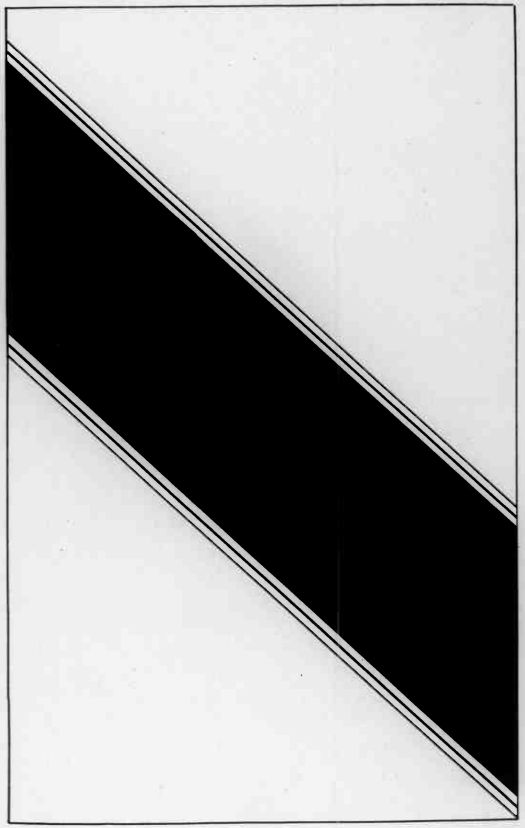

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